

Course Syllabus for College Writing and Rhetoric  
English 104, Summer 2009

**Instructor:** Dana Andrews

**Section 16:** MTWR 1:30 pm→4:15 pm

**Office:** Eder 212-D (Phone: 271-5814)

**Office Hours:** MTWR 9:30am→10:25 am (or by appt. any day)

**Email:** [dandrews1@missouriwestern.edu](mailto:dandrews1@missouriwestern.edu)

**Required Texts:** *A World of Ideas*, 7<sup>th</sup> ed., edited by Lee A. Jacobus  
*The Green Pages*

**Other requirements:** A working diskette/USB/Flashdrive (no excuses like, “I couldn’t print from my disk.”)  
A good college dictionary (use it while reading), a good attitude & open your mind

**COURSE OBJECTIVE:** I want your writing skills to improve significantly by the end of the semester, no matter how skilled or unskilled you believe yourself to be right now.

**The Papers:** The argumentative and/or informative papers will be approximately 2-4 pages in length. You’ll learn to develop an original thesis on the assigned topic, support your argument with examples from the text, and build to a strong conclusion. The papers must be typed in MLA-essay format according to *The Green Pages* guidelines. We’ll concentrate mostly on writing, less on reading, but please come to class prepared (i.e., be ready to discuss reading assignments for that day, and/or essays typed, pages numbered and stapled and ready to hand in on due dates). First Drafts, PLUS Peer-Editing suggestions, AND the Final Draft, are ALL DUE on \$\$ Final Draft due dates.

**Films:** I’ll screen a few films in class. You’ll be quizzed on them. If you miss class, I’d suggest renting the film because relating them to the required readings will be one of a few options for your papers.

**Attendance:** In order to improve student learning and to achieve compliance with federal financial aid policies, Western has a mandatory attendance policy for all 100 and 200 level courses. A student will be given an excused absence when acting as an official representative of the university, provided the student gives prior written verification from the faculty/staff supervisor of the event; however, **there are no other excused absences, exceptions or “makeups” in this attendance policy.** **Also, the maximum number of absences allowed before the midterm report, July 9th, for this class is two (2).** Thus, when you have three (3) on or before July 9<sup>th</sup>, you will be reported to the Registrar’s Office, who will automatically withdraw you from this class. The Financial Aid Office will reduce financial aid as appropriate.

*Please note that I have my own attendance policy for the rest of the semester—beyond the midterm report. You are given two (2) absences for the whole semester. They’re yours. Upon your third (3rd) absence, your overall grade will be reduced 10%. Upon a fourth (4<sup>th</sup> or more) absence, it will result in failure of the class.* Frequent late arrivals are noted and weighed when final grades are calculated. For example, if you are an hour late for three classes during the semester, then you are basically absent one FULL class—and will be noted as so. If you know of any circumstances likely to make this policy difficult for you this semester, you may wish to consult with your advisor to review your options. If you miss a class session, you are responsible for all material covered and assignments given during your absence—school sanctioned travel or not.

**Peer Editing:** We’ll conduct the class as a workshop, which means that we’ll think of writing as a collaborative process. You’ll be required to revise, revise, revise. You’ll learn to edit your work and the work of your classmates. You must come to class with a **TYPED copy of all your essays**. If you come to class without a hard copy of your work, OR if it’s hand written, you’ll be unable to participate in the process. I may even dismiss you from the class for the day—which means that you’ll be marked absent for that day. “I forgot...” doesn’t work. Your participation and overall grade will be significantly affected by your absences AND BY NOT HAVING YOUR WORK. It’s important to be here on Peer-Edit days. If you’re absent on any Peer-Edit day, then you’ll lose a full letter grade in Peer Editing.

**Make up work:** Athletes and other performers, it’s your responsibility to arrange for work to be **turned in early** if you’re going to miss class because of school sanctioned travel. Such travel must be documented by faculty or staff and turned in to me at least two class periods before the event. **I don’t accept late work. Period. I don’t accept late work.** Meet your deadlines.

**Quizzes:** We’ll have unannounced quizzes on the readings and the films at various times throughout the semester.

**Quizzes cannot be made-up for any reason;** (I will, however, drop two quiz grades in final calculations). **(OVER)**

**Final Exam:** You must take the final exam in order to pass the class.

**REALITIES: Turn Cell Phones off BEFORE you walk through the door.** This means that they should not be on vibrate or silent. They should be OFF. NO TEXT MESSAGING ONCE YOU ENTER THE CLASSROOM. NO MP3 PLAYERS/iPODS OR OTHER MUSIC—NO HEADPHONES/ EARPHONES—ONCE YOU WALK IN THE DOOR.

**Other Realities & Plagiarism:** All course work must be completed to pass this class. Academic dishonesty—plagiarism, copying or presenting another’s work as your own, etc.—will not be tolerated and will result in failure of the course.

**Students with Special Needs:** If you are in need of test-taking, note-taking, or other accommodation, help is available through the Disability Services Coordinator, Michael R. Ritter, at 271-4330.

**GRADING:** Essays # 1,2,3 all worth 20% each (60% total)  
Participation worth 10%, Peer-editing 10%, Quizzes 10%, Final Exam 10%

**Class Calendar:** (Take note that the calendar is **tentative**. I’ll distribute revisions as I adapt instruction and materials to your needs.) *WI=World of Ideas; GP=Green Pages*. Readings and written assignments are to be completed for the days listed. **\*\* and ## both=1<sup>st</sup> Draft due date AND Peer Edit day; !=2<sup>nd</sup> Draft due date AND Peer Edit Day, \$\$=Final Draft of paper due.**

**June** 29<sup>th</sup> Mon. Intro to course (structure, thesis statements)—syllabus; Gathering Information; In-Class writing—diagnostic; READ: WI—(pgs. 1-11) (note: this will be the only time we will read in class)

30<sup>th</sup> T **READ:** WI—King (171-189); **READ:** WI—Douglass (263-276); **READ:** GP Intro 1-29

**July** 1<sup>st</sup> W King/Douglass/(Defiant Ones), discussion and brainstorming; (Topics)

2<sup>nd</sup> Th **##** First Draft Intro para. w/Thesis Statement & Outline; **\*\*** First FULL Draft of Essay 1 **DUE**; **!!** 2<sup>nd</sup> FULL Draft Essay 1 **DUE**; SAVE THESE DRAFTS TO DISK, USB, FLASHDRIVE OR EMAIL TO YOURSELF

WEEK TWO

6<sup>th</sup> M **\$\$ FINAL DRAFT Essay 1 DUE**; *Inherit the Wind*/Discussion (*Inherit the Wind*)

7<sup>th</sup> T **READ:** WI St. Matthew (671-680); **READ:** WI Dalai Lama (729-736); discussion (Topics)

8<sup>th</sup> W **##** 1<sup>st</sup> Draft Intro para. w/Thesis Statement & Outline for Essay 2 **DUE**; **\*\*** 1<sup>st</sup> FULL Draft Essay 2 **DUE**; **!!** 2<sup>nd</sup> FULL Draft Essay 2 **DUE** ; SAVE TO DISK OR USB OR FLASHDRIVE OR EMAIL TO YOURSELF

9<sup>th</sup> Th **\$\$ FINAL DRAFT ESSAY 2 DUE**; (*Mr. Smith?* Or MM?)

WEEK THREE

13<sup>th</sup> M READ: WI Lao Tzu (19-31); READ: WI Machiavelli (35-50); READ: GP (636-641); discussion; Bring in Political Article or Web; (Topics)

14<sup>th</sup> T **\*\*** 1<sup>st</sup> FULL Draft Essay 3 **DUE**; **\*\***2<sup>nd</sup> FULL Draft Essay 3 **DUE**; SAVE TO DISK, USB ETC. Discuss MLA, etc.

15<sup>th</sup> W **\$\$ FINAL DRAFT ESSAY 3 DUE**; H & M

16<sup>th</sup> Th Research: Bring in three articles referencing a stance on the Death Penalty, and/or our Justice System, be prepared to discuss.

WEEK FOUR

20<sup>th</sup> M Paradise Lost

21<sup>st</sup> T Review of MLA style and format; introduction of Research Paper; getting ready for ENG 108

22<sup>nd</sup> W Last Day of regular classes, review; Discussion of Final

23<sup>rd</sup> Th Final Exam; BRING A BLUE BOOK!!!